

**STATE BOARD OF EQUALIZATION  
DUTY STATEMENT**

Civil Service Classification  <b>Staff Services Manager III</b>		Working Title  <b>Assistant Division Chief</b>	
Unit/District/Location <b>Human Resources Division</b>		Position Number <b>290-331-4802-001</b>	
Bargaining Unit <b>M01</b>	SEERA Designation <b>Managerial</b>	Work Week Group <b>E</b>	Certificates Required <b>None</b>
Fingerprints Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Supervision Exercised <b>Yes</b>	

**JOB REQUIREMENTS****Knowledge of:**

- Principles, practices and trends of public administration, organization and management
- Principles and practices of employee supervision, development and training
- Techniques of organizing and motivating groups
- Civil services, state and federal laws, rules and regulations
- The administration and department's goals and management philosophy
- Governmental functions and organization at the State and local level
- Program development and evaluation
- Principles and practices of policy formulation and development
- Personnel management techniques
- The Board's Equal Employment Opportunity objectives and a manager's role in the processes available to meet these objectives

**Ability to:**

- Plan, organize and direct the work of a multidisciplinary professional and administrative staff
- Recognize and understand the political environment and consequences of actions
- Understand the roles and responsibilities of constitutionally elected Board Members
- Analyze administrative policies, organization, procedures and practices
- Identify issues and develop strategies for addressing major policy needs
- Analyze data and present ideas and information effectively both orally and in writing
- Consult with and advise departmental management in a wide variety of subject-matter areas
- Gain and maintain the confidence and support of top level administrators
- Communicate effectively with others as demonstrated with strong written and verbal communications
- Maintain confidentiality of information and records
- Effectively represent the Board with staff, the public, and policy makers
- Manage multiple and/or changing priorities; follow through, and ensure deadlines are met
- Use good judgment, and interact professionally with all levels of management, staff and the public
- Evaluate situations accurately and take effective action
- Work in a high rise building

**DESIRABLE QUALIFICATIONS**

- A demonstrated interest in assuming increasing responsibility
- Strong human resources background
- Ability to act independently with open-mindedness, flexibility, tact and patience
- Strong leadership and administrative management skills

### Statement of Position

Under the general direction of the Chief, Human Resources Division (Career Executive Assignment, Level II), the Staff Services Manager (SSM) III serves as the Assistant Division Chief and is responsible for the overall management of the Employee Services Branch. This position is responsible for developing department-wide personnel policy and special projects and providing direct technical consultation to management on a wide variety of personnel issues including personnel transactions, position control, examinations and recruitment, training and workforce development. The SSM III must exercise a high degree of initiative and independence. The incumbent interacts with all levels of staff to meet workload needs and/or coordinates overlapping projects that involve all levels of staff and management. Candidates must be able to perform the following essential functions with or without reasonable accommodation

Percentage of Time Spent	Duties
	<b><u>Essential Job Functions</u></b>
35%	Provide oversight, leadership, administrative and managerial support for the multi-disciplinary staff of the Employee Services Branch. Plans, organizes, prioritizes, assigns, monitors, and reviews the workload of the Branch to assure timely and accurate completion of assignments and projects consistent with departmental policy and personnel laws and rules; recruits, hires, assesses training needs, provides on-the-job training, encourages career development as necessary to develop an effective team. Make recommendations for improving operations and processes based on trends and priorities, then implement the recommendations. Establish and maintain Branch project priorities, consistent with the Business and Strategic Plans.
20%	Develop and implement Agency policies and procedures relative to a broad range of personnel issues, including personnel transactions, examinations and recruitment, training and workforce planning; represents the BOE on personnel matters in negotiations with the State Personnel Board (SPB), CalHR, and State Controller's Office.
20%	Reviews and interprets state, federal, and civil service laws, rules, regulations, policies and procedures; provides direct consultation to executive management and program managers on the most complex, sensitive and confidential personnel issues, particularly those involving transactions, examination and recruitment issues; personally performs the most complex and sensitive projects as assigned; prepares written correspondence and reports.
20%	Participates in a variety of meetings with staff and various levels of BOE management to discuss and resolve a wide variety of personnel issues; provides formal presentations to BOE management as requested; prepares and provides recommendations to executive management; acts for the Chief, Human Resources Division in his/her absence.
5%	<b><u>Marginal Job Function</u></b> Participate in statewide, multiple agency task forces and/or work groups to identify issues of common concern, develop pro-active options, and serve as BOE's representative for presentation of issues and options to control agencies.  Serves as a chairperson on qualifications appraisal interview panels; completes necessary administrative responsibilities including, but not limited to, the development of operational program plans, monthly and quarterly reports.

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*I have read this duty statement and fully understand my assigned duties.*

EMPLOYEE'S SIGNATURE

DATE

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*I have reviewed these duties with the above named employee.*

SUPERVISOR'S SIGNATURE

DATE